

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 36-2833

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

29 DECEMBER 2000

Personnel

★SAFETY AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

AFI 36-2833, 21 July 2000, is supplemented as follows:

This publication does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. Renumbers paragraph sequence, changes award category criteria from emphasis on quality and timeliness of mishap reports to one of program coverage, changes award nomination procedures from automatic to requiring units to submit nomination packages, and changes the presenter of the AETC Ground Safety Award from the safety office to the wing. Excludes ground safety managers from competing for the Ground Safety Technician of the Year Award, excludes off-duty military injuries from the selection criteria of the AETC Ground Safety Programmed Reduction Objective (PRO) Award, adds Air Force property damage mishaps to the selection criteria of the AETC Ground Safety Programmed Reduction Objective Award, deletes requirement for publicity release statement and photograph for all awards, adds Section AM (AETC Individual Flying-Hour Milestone Award), and prescribes the award certificate (AETC Form 8) for that award.

2.2.2. Units will supplement this program to recognize contributions in flight, ground, and explosives safety.

2.2.4. Wings will submit nominations for all awards through their numbered Air Force (NAF) except where it is stated that nominations are automatic. Direct reporting units (DRU) will submit their nominations to HQ AETC/SE. Operating location units will submit their nominations through their parent unit as follows:

2.2.4.1. Wing suspense for Air Force and AETC annual award nominations to the appropriate NAF is 15 October; suspense from the NAF to HQ AETC/SE is 15 November; and DRU suspense to HQ AETC is 15 October. Units will send an electronic file (disk) with the original of each nomination.

2.2.4.2. NAFs will quality control and verify each nomination's accuracy before forwarding it to HQ AETC/SE.

2.2.4.3. Each nomination will include a cover memorandum signed by the wing commander or equivalent. NAFs will forward nominations to HQ AETC/SE with a letter of transmittal signed by the NAF commander.

76.4. Send President's Award Letter nominations (in memorandum format), certifying the eligible unit had a perfect record for the fiscal award year. Also include the unit's complete title, geographic location, and authorized total military and civilian strength.

78.6. HQ AETC/SE will retransmit the Air Force composite rate message to all units (with an info copy to the NAF SE) for completing the National Safety Council (NSC) awards worksheet. Organizations that qualify for an award will send a typed original worksheet to HQ AETC/SE. Suspense will be identified in the transmission message announcing the Air Force composite rate.

78.7. (Added)(AETC) HQ AETC/SE will announce award winners following receipt of NSC's official notification of award recipients. Award elements will be forwarded to the NAFs on receipt.

Section Y (Added)(AETC)—To Promote Safety (TOPS) Trophy

93. Purpose. The TOPS award promotes safety awareness over the entire spectrum of AETC operations.

94. Award Description. A trophy will be presented annually and kept by the winner for the remainder of the fiscal year. It will be returned to HQ AETC/SE for presentation to the following year's winner. A plaque commemorating the achievement will be sent to the winner for permanent retention after the trophy has been returned.

95. Eligibility. Each AETC wing is eligible.

96. Selection Criteria. The trophy will be awarded to the AETC wing whose overall safety program is determined to be the best in AETC at the end of the fiscal year. A 2-year average will be used to calculate the mishap rate and verify overall improvement. Factors for consideration include:

96.1. Class A, B, and C mishap rates.

96.2. Higher headquarter inspection results.

96.3. Significant mishap prevention program initiatives, improvements, and innovations.

96.4. Effectiveness of the overall safety program.

97. Nomination Procedures. Wing commanders will submit nominations through the appropriate NAF SE to HQ AETC/SE. Format and arrange the nomination package as indicated in paragraph 2.2.4 of the basic AFI and Attachment 4 (Added)(AETC), this supplement.

98. Presentation. The award will be presented by the AETC Commander to the wing commander at the Spring AETC Commanders Conference.

Section Z (Added)(AETC)—AETC Safety Professional of the Year Award

99. Purpose. This award recognizes outstanding performance by an individual whose primary duties are in a safety discipline.

100. Award Description. This award will consist of an award element and a certificate of recognition signed by the AETC Commander.

101. Eligibility. Military and civilian personnel who fill full-time authorized safety positions are eligible.

102. Selection Criteria. Selection will be based on development of outstanding safety programs or procedures and outstanding performance of safety duties.

103. Nomination Procedures. Unit commanders will submit nominations to their appropriate NAF SE. The NAF SE will evaluate all nominations and send the winning nominations to HQ AETC/SE. The nominated package will be formatted and arranged as indicated in paragraph 2.2.4 of the basic AFI and Attachment 4 (Added)(AETC), this supplement. Each nomination package will include:

103.1. A nomination memorandum signed by the wing commander.

103.2. The nominee's name, grade, organization, duty assignment, and Air Force specialty code (AFSC).

103.3. The nomination (a narrative that includes the nominee's actions and achievements).

103.4. A suggested award citation not to exceed 10 typewritten lines.

103.5. An original plus three copies of each nomination and an electronic copy (disk) of the package or an e-mail of the package to the NAF SE.

104. Presentation. The award element will be forwarded to the NAF SE for presentation at an appropriate time.

Section AA (Added)(AETC)—AETC Well Done Award

105. Purpose. This award recognizes an individual who, by outstanding airmanship or exceptional performance beyond that normally expected, prevents an aircraft or other mishap or minimizes the seriousness of a mishap. The nominee must not have contributed to or caused the situation that precipitated the event.

106. Award Description. This award will consist of an award element and a certificate of recognition signed by the AETC Commander.

107. Eligibility. Military and civilian employees are eligible.

108. Nomination Procedures. The individual's unit will make the nomination to the wing safety office for screening and final preparation. The wing safety office will send the nomination package through the wing commander and NAF SE to HQ AETC/SE.

108.1. Nomination packages will be formatted and arranged as indicated in Attachment 4 (Added)(AETC), this supplement. These packages are due to HQ AETC/SE within 30 days of the incident that resulted in the recognition.

108.2. HQ AETC/SE will review all nominations and forward selections to the AETC Commander for approval.

109. Presentation. The award element will be forwarded to the NAF to be presented at an appropriate time.

Section AB (Added)(AETC)—General Frank P. Lahm Trophy

110. Purpose. This award recognizes the AETC flying wing with the best flying safety program in the award year.

111. Award Description. A trophy and plaque will be presented annually and retained by the winner for the fiscal year. The trophy will then be returned to HQ AETC/SE for presentation to the following year's winner.

112. Eligibility. Each AETC flying wing is eligible.

113. Selection Criteria. The trophy will be awarded to the AETC wing whose flying safety program is judged best in the command. Factors evaluated are flight mishap data, bird aircraft strike hazard, midair collision avoidance, mishap prevention program initiatives, improvements, innovations, and an objective review of higher headquarter inspection reports.

114. Nomination Procedures. Wing commanders will submit nominations through the appropriate NAF SE to HQ AETC/SE. The nomination package will be formatted and arranged as indicated in paragraph 2.2.4 of the basic AFI and Attachment 4 (Added)(AETC), this supplement.

115. Presentation. HQ AETC/SEF will coordinate with the Daedalians to have the award presented by a general officer Daedalian member at the AETC Spring Commanders Conference.

Section AC (Added)(AETC)—AETC Flight Safety Officer (FSO) and Flight Maintenance Technician of the Year

116. Purpose. These awards recognize an AETC FSO and a flight maintenance journeyman, craftsman, or superintendent (military or civilian) for outstanding achievement or significant contribution to flight safety.

117. Award Description. These awards will consist of an award element and a citation signed by the AETC Commander.

118. Eligibility. Full-time AETC FSOs assigned to an authorized FSO position are eligible for the AETC Flight Safety Officer of the Year Award. Flight safety maintenance journeymen, craftsmen, and superintendents are eligible for the AETC Flight Maintenance Technician of the Year Award.

119. Selection Criteria. Selections will be based on individual contributions to flight safety. Paragraph 9 of the basic AFI describes examples of actions worthy of consideration.

120. Nomination Procedures. The unit commander will submit nominations through the wing commander to the appropriate NAF SE and then to HQ AETC/SE. Nomination packages will be formatted and arranged as shown in paragraph 2.2.4 of the basic AFI and Attachment 4 (Added)(AETC), this supplement.

121. Presentation. An award element will be forwarded to the NAF for presentation at an appropriate time.

Section AD (Added)(AETC)—Sustained Performance Award

122. Purpose. This award recognizes flying units for successive 5-year periods without a Class A or Class B mishap. Foreign object damages (FOD) mishaps are excluded.

123. Award Description. This award will consist of a plaque with Air Force pilot, senior pilot, or command pilot wings. Air Force pilot wings denote completion of 5 years without a Class A or B mishap, senior pilot wings denote 10 years, and command pilot wings denote 15 or more years (awarded at 5-year intervals).

124. Eligibility. All AETC flying units are eligible.

125. Nomination Procedures. These nominations are automatic. HQ AETC/SE will forward nomination recommendations to the AETC Commander for approval.

126. Presentation. An award element will be forwarded to the NAF to be presented at an appropriate time.

Section AE (Added)(AETC)—Unit Flying Safety Award

127. Purpose. This award recognizes flying units for 12 consecutive months without a Class A or Class B mishap. FOD mishaps are excluded.

128. Award Description. This award will consist of an engraved plaque with add-on engraving plates.

129. Eligibility. All AETC flying units are eligible. However, units receiving the Sustained Performance Award will not be considered for this award.

130. Nomination Procedures. These nominations are automatic. HQ AETC/SE will forward nominations to the AETC Commander for approval.

131. Presentation. An award element will be forwarded to the NAF for presentation at an appropriate time.

Section AF (Added)(AETC)—AETC Ground Safety Excellence Award

132. Purpose. This award honors the wing with the most effective ground mishap prevention program.

133. Award Description. A trophy will be presented annually and kept by the winner until the following fiscal year. It will then be returned to HQ AETC/SE for presentation to the following year's winner. A plaque commemorating the achievement will be sent to the winner for permanent retention after the trophy has been returned.

134. Eligibility. All AETC wings are eligible. Units must meet the command mishap reduction goal for the fiscal year. Units not meeting the goal may be considered if they had a significant decrease in mishaps. Other considerations include significant mishap prevention program initiatives, improvements, innovations, and higher headquarter inspection results.

135. Nomination Procedures. Wing commanders will submit nominations through the appropriate NAF SE to HQ AETC/SE. The nomination package will be formatted and arranged as indicated in paragraph 2.2.4 of the basic AFI and Attachment 4 (Added)(AETC), this supplement.

136. Presentation. The award element will be presented by the AETC Commander at the AETC Commanders Conference.

Section AG (Added)(AETC)—AETC Ground Safety Manager and Ground Safety Technician of the Year Awards

137. Purpose. These awards recognize an AETC ground safety manager and a ground safety apprentice, journeyman, craftsman, superintendent, or manager (military or civilian) for outstanding achievement or significant contributions to ground safety.

138. Award Description. These awards will consist of an award element and a citation signed by the AETC Commander.

139. Eligibility. Full-time AETC ground safety managers assigned to an authorized unit manning document (UMD) position are eligible for the AETC Ground Safety Manager of the Year Award. Full-time ground safety apprentices, journeymen, craftsmen, and superintendents assigned to an authorized UMD position are eligible for the AETC Ground Safety Technician of the Year Award.

140. Selection Criteria. Selections will be based on individual contributions to ground safety. Paragraph 9 of the basic AFI provides examples of actions worthy of consideration.

141. Nomination Procedures. The unit commander will submit nominations through the wing commander, to the appropriate NAF SE, and then to HQ AETC/SE. Nomination packages will be formatted and arranged as indicated in paragraph 2.2.4 of the basic AFI and Attachment 4 (Added)(AETC), this supplement.

142. Presentation. The award element will be forwarded to the NAF for presentation at an appropriate time.

Section AH (Added)(AETC)—AETC Ground Safety Programmed Reduction Objectives (PRO) Awards

143. Purpose. These awards recognize reductions in ground and explosives mishaps. AETC organizations will compete against their past experience. If they achieve their PRO goal, they may be selected for an award. The PRO award is a 5-percent composite reduction from the average composite rate over the past 3 fiscal years. There are two award categories, the Commander's Award and the Achievement Citation.

144. Description of the Awards:

144.1. Commander's Award. Two awards will be presented annually, one for a large organization with 1,000 or more personnel and one for a small organization with less than 1,000 personnel. The number of personnel is based on average authorized strength (both military and civilian) during each of the past 3 fiscal years.

144.2. Achievement Citation. A citation will be presented annually to each eligible organization that meets the criteria for the Commander's Award, but whose mishap rate reduction is less than that of the award winner's.

145. Eligibility. All AETC wings and DRUs are eligible.

146. Selection Criteria:

146.1. To receive the award, an eligible organization must:

146.1.1. Have a perfect record or achieve the best mishap rate reduction in its category.

146.1.2. Have a composite rate lower than the AETC composite rate.

146.1.3. Achieve a 5-percent reduction in its composite rate over its average composite rate for the past 3 years.

146.2. Award criteria for ground mishap rate reductions will be taken from the following categories:

146.2.1. On-duty military injuries.

146.2.2. Military fatalities.

146.2.3. Civilian injuries.

146.2.4. Civilian fatalities.

146.2.5. Air Force property damage mishaps.

145.2.6. Private motor vehicle mishaps.

147. Nomination Procedures. Nominations for these awards are automatic. HQ AETC/SEG will compute PRO award data and inform HQ AETC/SE of eligible recipients. HQ AETC/SE will evaluate eligible organizations and forward nominations to the AETC Commander for approval.

148. Presentation. An award element will be forwarded to the NAF for presentation at an appropriate time.

Section AI (Added)(AETC)—AETC Weapons Safety Professional of the Year Award

149. Purpose. This award recognizes an AETC weapons safety manager, technician, or specialist (military or civilian) for outstanding achievement or significant contributions to weapons safety.

150. Award Description. This award will consist of an award element and citation signed by the AETC Commander.

151. Eligibility. AETC weapons safety managers, technicians, and specialists assigned to an authorized UMD safety position at wings are eligible.

152. Selection Criteria. Selections will be based on individual contributions to the explosive and weapons safety program.

153. Nomination Procedures. Wing commanders will submit nominations through the appropriate NAF/SE, to HQ AETC/SE. DRUs will submit nominations directly to HQ AETC/SE. Nomination packages will be formatted and arranged as indicated in paragraph 2.2.4 of the basic AFI and Attachment 4 (Added)(AETC), this supplement.

154. Presentation. An award element will be forwarded to the NAF for presentation at an appropriate time.

Section AJ (Added)(AETC)—AETC Aircrew Safety Award of Distinction

155. Purpose. This quarterly award recognizes individuals for distinctive accomplishments during flight operations by a pilot or aircrew.

156. Award Description. This award will consist of an award element and a citation signed by the AETC Commander.

157. Eligibility. All military and civilian personnel who are assigned aircrew duties are eligible.

158. Nomination Procedures. Wing commanders will submit nominations to their appropriate NAF SE within 10 days after the end of the quarter. Nomination packages will be formatted and arranged as shown in Attachment 4 (Added)(AETC), this supplement. The NAF SE will evaluate all nominations and send the winning nomination to HQ AETC/SE within 21 days after the end of the quarter.

159. Presentation. An award element and citation will be forwarded to the NAF to be presented at an appropriate time.

Section AK (Added)(AETC)—AETC Ground Safety Individual Award of Distinction

160. Purpose. This quarterly award recognizes an individual for distinctive accomplishments in ground safety.

161. Award Description. This award will consist of an award element and a citation signed by the AETC Commander.

162. Eligibility. All military and civilian personnel are eligible.

163. Nomination Procedures. Wing commanders will submit nominations to their appropriate NAF SE within 10 days after the end of the quarter. Nomination packages will be formatted and arranged as shown in Attachment 4 (Added)(AETC), this supplement. The NAF SE will evaluate all nominations and send the winning nominations to HQ AETC/SE within 21 days after the end of the quarter.

164. Presentation. An award element and a citation will be forwarded to the NAF to be presented at an appropriate time.

Section AL (Added)(AETC)—AETC Weapons Safety Individual Award of Distinction

165. Purpose. This quarterly award recognizes an individual for distinctive accomplishments in weapons safety.

166. Award Description. This award will consist of an award element and a citation signed by the AETC Commander.

167. Eligibility. All military and civilian personnel are eligible.

168. Nomination Procedures. Wing commanders will submit nominations to their appropriate NAF SE within 10 days after the end of the quarter. DRUs will submit nominations directly to HQ AETC/SE within 10 days after the end of the quarter. Nomination packages will be formatted and arranged as shown in Attachment 4 (Added)(AETC), this supplement. The NAF SE will evaluate all nominations and send the winning nomination to HQ AETC/SE within 21 days after the end of the quarter.

169. Presentation. An award element and citation will be forwarded to the NAF to be presented at an appropriate time.

Section AM (Added)(AETC)—AETC Individual Flying-Hour Milestone Award

170. Purpose. This award recognizes an individual for sustained mishap-free flying.

171. Description and Wear of Award Patch. The patch will be 1 3/4 by 3/4 inches with embroidered gold numerals on a blue background. Its border will be embroidered in the same gold color as the numerals. (Colors may be subdued to match existing patches on the flight suit). If colors are used, they must match the AETC emblem. Only one patch may be worn, and it will be at the top of the AETC emblem on the flight suit.

172. Eligibility. All AETC aircrew members, foreign exchange officers, airmen, contractors assigned as AETC aircrew members, and aircrew members assigned to other commands, but attached to AETC units for flying purposes for 12 or more consecutive months are eligible. However, aircrew members cited as the cause of a DoD Class A or B flight mishap are not eligible.

173. Nomination Procedures. Unit commanders will submit eligible individuals to the wing commander or equivalent. The awarding authority will be the wing commander or equivalent. Wing commanders or equivalent will submit monthly award winners (in alphabetical order) to HQ AETC/SEO.

174. Selection Criteria. Selections will be based on achieving a significant number of cumulative military mishap-free flying hours in any current or previously flown fixed or rotary wing aircraft. Milestones achieved include awards for 1,500, 2,500, 3,500, 5,000, 6,500, 7,500, 8,500, 10,000, 15,000, 20,000, and 25,000 hours.

175. Presentation. Unit commanders will present the AETC Individual Flying-Hour Milestone Award. Each award element will consist of an award patch and a certificate (AETC Form 8, **AETC Safety Mishap Free Flying-Hour Milestone Award**). Patches will be procured by and made available through each individual wing or equivalent.

176. Form Prescribed. AETC Form 8.

Attachment 1. Additional acronyms and abbreviations are as follows:

FSO—flight safety officer

NAF—numbered Air Force

PRO—programmed reduction objectives

TOPS—to promote safety

UMD—unit manning document

MICHAEL P. ERDLE, Colonel, USAF
Director of Safety

1 Attachment (Added)(AETC)
4. Sample Nomination Package

Attachment 4 (Added)(AETC)**SAMPLE NOMINATION PACKAGE****(Unit Letterhead Stationery)**

MEMORANDUM FOR AETC/CC

FROM: 1 FW/CC
15 E FIGHTER STREET SUITE 2
TRAINING AFB TX XXXXX-XXXX

SUBJECT: USAF Safety Trophy

1. It is my distinct pleasure to nominate 1st Lt Robert J. Jones for the USAF Safety Trophy.
2. Lt Jones was responsible for the safe recovery of an aircraft critically damaged from a bird strike that ruptured a fuel line. His airmanship and professionalism in a tense situation averted a potentially disastrous aircraft mishap.
3. He is very deserving of this most prestigious award.

I. M. GOODWIN, Colonel, USAF
Commander

Attachment:
Awards Package

Name:	Robert J. Jones
Grade:	First Lieutenant
Organization:	First Flying Training Squadron, Williams AFB AZ
Duty Assignment:	T117 Instructor Pilot
AFSC:	1255G (T117 Instructor Pilot)
Date of Event:	25 January 1993
Type of Aircraft Involved:	T117

NOMINATION

On 25 January 1993 at 1200, First Lieutenant Jones recovered a crippled T117 jet trainer after a catastrophic and potentially life threatening bird strike at Bird Trap, the auxiliary airfield. Approximately 1/2 hour into the mission, and shortly after entering the Bird Trap VFR traffic pattern, Lieutenant Jones' aircraft was struck by a large bird. The aircraft immediately began to buffet heavily and trail fuel. With the aircraft flying at 500 feet above the ground and at approximately 180 knots, Lieutenant Jones assumed control of the aircraft from the student and began a shallow climb while checking the engine instruments. While both engines checked good, the student noticed a two-foot hole in the forward section of the left wing near the engine nacelle, where fuel was draining. Lieutenant Jones promptly declared an inflight emergency and climbed to 4,500 feet to perform a controllability check. During the climb, Lieutenant Jones noticed fumes in the cockpit. He selected 100-percent oxygen on the oxygen regulators and finished the remainder of the smoke and fumes elimination checklist and the controllability check. Also during the climb, he noticed that an inordinate amount of trim was necessary to level the wings. After leveling off, he discovered the fuel gauge now indicated zero fuel remaining in the left wing tank. Because recovery was anything but assured, he prepared for and reviewed ejection with his student. Lieutenant Jones decided to configure with full flaps due to the short runway length at Bird Trap. By rolling the flaps in increments of 20 percent, he was able to configure the aircraft. He was able to control the aircraft only to a maximum airspeed of 97 knots, well above normal stall speed. Above 97 knots, he configured and maneuvered for a straight-in approach. Fighting a crippled aircraft, a nervous student, and an extremely high approach speed compounded by a short runway, Lieutenant Jones accomplished a successful landing without departing the landing surface. He stopped the aircraft with 1,000 feet remaining, using as much runway as possible to avoid hot brakes. As he shut down the aircraft and directed the emergency ground egress, fuel pooled under the aircraft. His actions, along with those of the fire crew who immediately foamed the aircraft, prevented the loss of the plane on the ground. In addition, later investigation revealed that the wing damage was perilously close to the flight control bell cranks and cables, which were exposed. A prolonged recovery could have caused additional damage and loss of flight controls. Lieutenant Jones heroic action saved a valuable aircraft and the lives of two Air Force officers.

CITATION TO ACCOMPANY THE AWARD
OF
USAF SAFETY TROPHY
TO
ROBERT J. JONES

First Lieutenant Robert J. Jones distinguished himself by outstanding achievement at Williams AFB AZ on 25 January 1993. While flying with a new student at the auxiliary field, Lieutenant Jones experienced a bird strike near the left wing root that tore a two-foot by five-inch hole in the aircraft. He calmly climbed the aircraft up and performed a controllability check that uncovered a massive fuel leak from the left wing and a controllable airspeed of 97 KIAS. He then maneuvered the aircraft to final for a long straight-in approach, flawlessly landed the aircraft, and brought it to a stop 4,000 feet down the runway. His cool professionalism prevented a bad situation from becoming much worse.

NOTE: Center the citation horizontally on 8 1/2- by 11-inch bond paper, with 1-inch left and right margins, a 1 1/2-inch top margin, and a 1-inch bottom margin. The citation should include eight lines.